

29 January 1954

OPM 20-310-3
OFFICE OF PERSONNEL MEMORANDUM NO. 6-54

SUBJECT : Distribution of Form No. 37-117, Report of Interview

REFERENCE: Personnel Director Memorandum No. 6-51, Revised Procedures
for Requesting and Reporting Security Clearances, dated
10 September 1951.

1. Effective immediately, Form 37-117, Report of Interview, for initial interviews will be completed in an original and three copies. Particular attention will be directed to completing Item No. 5. The Personnel Procurement Division will forward the original and first carbon copy of each report to the Processing and Records Division for inclusion in the Applicant Folder of the individual concerned. The second and third carbon copies of the report will be retained in PPD in accordance with existing practices.

2. When a request for security clearance is initiated, the first carbon copy of the Report of Interview for the individual concerned will be removed from the Applicant Folder and included in Envelope No. 1 (see paragraph 2a(1), PDM 6-51) for transmittal to the Security Office. The original Report of Interview will be retained in the Applicant Folder.

3. The additional copy of the Report of Interview will not be required for cases initiated by PPD prior to these instructions.



George F. Meloon
Deputy Assistant Director
for Personnel

25X1A

DOCUMENT NO. _____
NO CHANGE IN CLASS ☐
☒ DECLASSIFIED
CLASS. CHANGED TO: TS S C
NEXT REVIEW DATE: _____
AUTH: HR 10-2
DATE 17 JUN 1981 REVIEWER: ☐

25X1